

ATTACHMENT F

Secretary of State's Council on Library Development

Meeting Minutes

Kirkpatrick State Information Center
Secretary of State Conference Room
Jefferson City, MO

March 4, 2005

Members present: Busch, Coleman, Darst, Fuchs, Morrow, Mullaly-Quijas, Polk, Rickerson, Shaw, Sundermeyer, Wilke

Absent: Baker, Bentley, Black, Burson, Hogerty, Jetton, Skaggs

Guests present: Mark Reading, Executive Deputy Secretary of State
Mindy Mazur, Chief of Staff – Secretary of State's Office
Paul White - Mid-Continent Public Library
Randy Scherr – MLA Lobbyist
Margaret Conroy – MLA Legislative Chair
Margaret Booker - Missouri Library Association
Jeanne Sullivan - MOREnet

Staff present: Parker, Schertzer, Reading, Smith, Hansen, Kudrna, Dentner

Busch called the meeting to order at 10:00 a.m.

Council members and guests were introduced.

Parker announced the resignation of two Council members, Lynn Sullivan and Charles Nordwald.

Public Libraries operating on less than \$50,000 a year

Parker said Attachment A is a list of libraries in Missouri operating on \$50,000 or less a year. There are thirty-two libraries on the list.

Also attached is a list of 18 libraries which are not publicly funded. They operate on other types of income, including endowments.

It is difficult to draw commonalities among these libraries. All would benefit more than most from the restoration of the A&E funding. Parker said she has visited more than half of these libraries.

The 18 privately funded libraries are not eligible for grants because they do not qualify for state aid.

Of the 32 libraries operating on less than \$50,000, there are some fairly aggressive grant seekers. They apply often for LSTA grant funding and they usually are awarded grants.

Parker discussed the “Bring in an Expert” grant program as a way to serve some of these libraries. Since one of the biggest needs is collection management, perhaps the State Library could add a traveling “weeder” as part of the grant program. Rickerson said he thought it was a great idea.

Polk asked if there quality standards in place for the libraries. If libraries were held to a set of standards and had to meet them to receive grant funds, it might encourage them to change and improve. Polk asked if there was a way to incorporate library standards into the grant review process.

Parker said standards were developed and accepted as tools or guidelines for libraries, but any real enforcement of the standards would have to come from new money. A number of standards could be evaluated by reviewing the information found in the annual reports from the libraries.

Busch said it might be interesting to have volunteers to help with grant review. Polk said involving the community members would also make a big difference to the libraries. Parker said the State Library could not offer honorariums to volunteers but could reimburse for mileage, meals, and lodging. Busch suggested starting with the list of 32 libraries.

Parker suggested surveying these libraries as whether or not they would welcome a visit, and conduct a mailing to collect volunteers. Parker also said she would ask some of the people who worked on the library standards to come and speak to the Council.

Legislative Update – Margaret Conroy, Missouri Library Association (MLA) Legislative Chair and Randy Scherr, MLA Lobbyist

Scherr said HB 47 on residency requirement for library trustees of consolidated regional libraries has passed out of committee.

HB 638 on the education requirements of library directors for urban public libraries affects the Kansas City Public Library. This change is being made at the request of the library board and changes the statutory education requirements. Parker said HB 638 will be heard on Monday evening and SB 380 will be heard on Wednesday afternoon.

HB 269, the Out of State Athletes and Entertainers’ Tax (A&E) bill, is an attempt by the Jackson County Sports Authority to get additional funding for Kansas City area stadium renovations. The bill drastically changes the A&E statute. It would change the way the tax is administered and establish a designated fund. It would also transfer the allocation

of funds to groups not included in the original legislation, including the sports authority and other sporting venues and organizations across the state. Sixty percent of the taxes collected would go to these organizations, and the remaining 40% would be divided amongst the original cultural partners. Missouri libraries' share of A&E funds would be reduced from 10 % to 4%.

Conroy said she testified in opposition to the bill at the committee hearing. The only other cultural partner to testify against the bill was public broadcasting. The Arts advocate testified in support of the bill.

Parker said HB 12, which contains the Secretary of State's appropriation for the budget, goes to the House Appropriations Committee for General Administration. No motions were made to reduce the state aid to public libraries.

The funding that provides Internet connectivity with MOREnet (the REAL program) has a proposed reduction of 20%. The vote to accept was a tie, so the funding remains as proposed in the Governor's budget.

The Senate hearing for the Secretary of State's budget went well. Staff have asked for impact statements based on a variety of percentage reductions.

MOBIUS funding remains at the current level. Rickerson said HB 3, which contains MOBIUS funding as part of the Department of Higher Education's budget, was voted out of committee by the House Appropriations Committee.

**Digital technology will change Wolfner Library and the way it serves users –
Richard Smith, Director of Wolfner Library for the Blind and Physically
Handicapped**

Smith distributed handouts to the Council on the Wolfner Library for the Blind and Physically Handicapped. He explained how the recorded books are handled presently.

In 2002, the Library of Congress started recording books in digital format. By 2004, all new books have been digitally recorded. The Library of Congress records 2,000 books a year. Wolfner has approximately 60,000 titles in audio books. By 2008, approximately 10,000 titles will be in digital format. Some older audio tapes will be converted to digital as well.

The Library of Congress will not offer digital books on CD-ROMs, as that technology is already outdated. Instead, they will use flash technology, where the book content is on a flash card approximately the size of a credit card. Each card will hold 120 megabytes of data. The patron can put the card in the machine and listen without having to switch tracks or tapes as they currently do with the audio cassettes. There will be less inspection and maintenance involved when Wolfner is able to start using the flash card system.

Winter Institute Report – Barbara Reading, Director of Library Development

Reading said there were 55 attendees at this year's Winter Institute, held in Columbia from February 15 through 18. This institute offered only the basic track, which presents and overview of public library service in Missouri, and one advanced track on collection development. The evaluations were very favorable.

Sara Parker gave the welcoming address to the attendees and presented them with certificates of attendance at the close of the Institute. Attendees were informed the State Library has established a standard curriculum for the Institute and participants would now have the opportunity to receive a Certificate of Completion once they have fulfilled the requirements of the curriculum.

The curriculum consists of one basic course, five core courses, and three special population courses:

- The five core courses include: (must complete 3 of 5)
 - Collection Development
 - Organizing Library Materials
 - Classification
 - Reference Service
 - Library Administration/Management
- The three special population courses include: (must complete 1 of 3)
 - Children's services
 - Young adults services
 - Senior services

To receive the Certificate of Completion, the participant must complete the basic course or receive a waiver from their library director, complete three of the five core courses, and complete one of the three special population courses. Attendees are allowed to attend a course only once.

Summer Institute is scheduled for August 2 – 5, 2005, in Columbia. The basic course will be offered, as well as courses on children's services and on classification.

Update on efforts for public library service – Barbara Reading, Director of Library Development

Reading reported on the Moniteau County library service. There are two libraries involved: Price James Memorial Library in Tipton and the Wood Place Library in California.

In 1997, Moniteau County voted library service only in the western part of the county. Under Chapter 182, Moniteau County then became subdivided for library service. The County board contracts for library service with the Price James Memorial Library.

People have tried several times to vote library service for the eastern part of the county but are not successful. The Wood Place Library in California is a Christian Church endowed library. The most recent vote to serve just the city of California passed in June 2004 with a \$0.10 tax levy. The county library plans to provide service through contract with Wood Place Library. They currently have a signed contract and provide services at no charge to all citizens of California. The first tax collection will be this year.

Currently Cameron Public Library is the only tax-supported public library in Clinton County. There is a volunteer library in Lathrop. The County Commission agreed to form a county library district and appointed a library board. The issue was placed on the November 2004 ballot with a \$0.35 levy. The intent was to create a district and merge with Mid-Continent Library. Focus was on establishing service in Lathrop, Plattsburg, and Gower. The vote failed by a small margin. The board plans to place it on the ballot again in August or November. They hope more public meetings and getting the Friends in action earlier will help their efforts.

Adrian, in northern Bates County has formed a library as a 501(c)3 and are now considering becoming a tax-supported library district. There are two other libraries in the county, one in Butler and the other in Rich Hill. Butler's library is funded by endowment from Robert Heinlein. Rich Hill is a tax-supported district. Adrian is experiencing growth from Kansas City. Reading and Hansen met with them on January 27 to discuss library requirements, grants, and services. There was some discussion of a county sub-district to include several adjacent school districts. Reading will attend a Chamber of Commerce meeting in Adrian to speak on forming a library district. The community is energetic and eager to start services.

Parker said she would be traveling to the Poplar Bluff Public Library to discuss a county library for Butler County. There is one small library at Fisk.

Parker will also visit the Piedmont Public Library in Wayne County.

Leadership meeting on current long range planning – Sara Parker, State Librarian

In the fall a number of statewide library service providers were doing long range strategic planning. In addition, DESE had taken the school library media survey and put together an action plan. This made it a good time to bring leadership together to spend a few hours talking and to find the commonalities within the planning.

Missouri has a common interlocking leadership focusing on initiatives that might have immediate impact and be within the new Governor's agenda.

First organizations presented internal goals. These include funding, fine tuning the existing services, and considering service fees.

Time was spent on professional development and the need for a library portal to mobilize resources for one stop shopping for libraries and trustees.

The group spent much time on change.

MOREnet's results were very customer oriented:

- Make it easier for the customers to do business with MOREnet.
- Make it easier for our customers to serve their customers.
- Streamline processes.

Missouri Library Network Corporation (MLNC) has planned to do assessments of libraries with the hope that the assessment process would strengthen some libraries.

MOBIUS is trying to focus on developing "backroom" processes to free up resources on the front line of public service.

All agreed on the need to ensure new leaders are rising from within the library ranks and being mentored/trained take over the leadership role.

Review of literacy efforts and Council brainstorming on possible literacy initiatives

Parker gave a brief summary on the literacy program:

- Literacy Investment for Tomorrow (LIFT) is the statewide literacy resource center. It has offices in St. Louis, Kansas City, and Jefferson City. Its Family Literacy programs are very strong and have attracted major funding from the federal government.
- Department of Elementary and Secondary Education (DESE) and the State Library have built a strong partnership, based on the realization the formal programs offered in schools are not going to help every adult learner. The partnership has developed literacy instruction which can happen in more informal settings, including libraries. The State Library uses LSTA grant funding for the English as a Second Language Conversation Partners Grant; the joint purchase of the Kentucky Educational Study tapes; one series on GED skills and the other on Workplace Essential Skills. The Library also sponsors online study groups built around the GED program.

State Librarian Report – Sara Parker, State Librarian

No additions to the report.

Approval of Minutes from the September 10, 2004 Council Meeting

Rickerson moved to accept the minutes with one revision – to add Mullay-Quijas as attending the meeting. Darst seconded. Motion carried.

Announcements

Parker said Missouri has received an invitation from the American Library Trustee Association to nominate Missourians for the Advocacy Honor Roll. This was done a number of years ago and at that time Missouri nominated Judy Daniel, Randy Scherr, Bill Mitchell, Nancy Stigmeyer, Virginia Young, Ron Bolie, Don Ernshaw, Ralph Parker, Stewart Smith, and Sharon Willis.

There will be a dinner at ALA in Chicago for the nominees who have been selected.

Dates for the 2005 Council Meetings:

June 10, 2005

September 9, 2005

December 9, 2005

Busch adjourned the meeting at 2:00 p.m.

Brainstorming by Council

Review of literacy efforts and Council brainstorming on possible literacy initiatives:

Review

- ESL
- Study Tapes
- GED Online

Brainstorming

- Parents As Teachers
 - Emphasis on involving parents on early childhood
- Reading Materials
 - Adult content
 - Different levels
- Training Literacy
 - Volunteers for Adults
 - Set up very strong guidelines for teaching and training of volunteers
- Marketing Adult Literacy
 - Establish partnerships
 - All-Night Read-a-Thon
 - Celebrities coming in a doing a reading
- Literacy Study
 - Study/Assessment
- Local Initiatives & Partnerships
- Use Technology
 - Literacy On-Line through public libraries
- Sustainability